POLICY AND PROCEDURE MEMO

SUBJECT: FILE NAMING FOR CITY COMMITTEE MINUTES/AGENDAS/PACKETS

NO. 1.013
DATE: 1-27-14 Approved

CITY MANAGER

I.   STATEMENT:

To use a standardized format in which committee files are named and saved as, so as to make them readily identifiable, allowing sort/order/group to be uniform for all committees.

II.   PROCEDURE

A.   This relates to file name and does not include your department's personal choice of folder structure. All minutes, agendas and packets must follow the following format:

Committee abbreviation - Subcommittee abbreviation(if there is one) - YYYYMMDD of meeting - Meeting type(if necessary) - document type

*FYI: There are no spaces between each field (listed above)

For example:

The agenda for the City Council Public Works Committee meeting on November 21, 2013 would be formatted as follows:

CCPWC20131121agd

The minutes for a City Council Workshop Committee meeting on December 17, 2013 would be formatted as follows:

CC20131217wrkmin

B.   The subject line should be an expansion of the file name.

For example:

Public Works Committee agenda 20131121 or
Public Works Committee 11-21-2013 agenda

City Council Workshop minutes 20131217 or
City Council Workshop minutes 12-17-2013

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III.   **ABBREVIATIONS**

1.   Committee type:

- Arena Commission   AC
- City Council   CC
- Conservation Commission   ConCom
- Historic District   HDC
- Library Board of Trustees   LBT
- Planning Board   PB
- Police Commission   PC
- Recreation Commission   Rec
- Rochester Econ. Dev. Commission   REDC
- River Walk Committee   RWC
- Utility Advisory Board   UAB
- Zoning Board of Adjustment   ZBA

2.   City Council Subcommittees:

- Appointments   CCApt
- Building Needs   CCBld
- Codes & Ordinances   CCCode
- Community Development   CCCDC
- Finance   CCFin
- Public Safety   CCPSC
- Public Works   CCPWC

3.   Meeting Type (only use if necessary):

- Regular meeting   reg
- Special meeting   spc
- Public Hearing   ph
- Workshop   wrk

4.   Document type:

- Minutes   min
- Agenda   agd
- Packet   pkt
- Report   rpt

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The above list of abbreviations reflects a majority of the common committees. As new committees form, they will be added. Please notify the Executive Assistant of any changes to your department's committees.

- END OF PROCEDURE -